

JOB OPENING

Job Title: YOUTH TRAINING MANAGER
Department: Operations
Reports To: VP of Strategic Planning and Compliance
Classification: Non-Exempt
Location: Roanoke, VA

SUMMARY

The Youth Training Manager will oversee the delivery of training and education services to Youth at the Virginia Career Works (VCW) - Blue Ridge Region Centers. This position will work directly with partners at the VCW Blue Ridge Region Centers and collaborate with area employers and training providers to deliver services required to address Youth's barriers to educational advancement and employment.

ESSENTIAL DUTIES & RESONSIBILITIES include the following. Other duties may be assigned.

1. In coordination with Western Virginia Workforce Development staff, execute employer outreach initiatives, including but not limited to direct mail campaigns, job fairs, internet-based employer outreach, and business expos.
2. Build relationships with new and existing employer contacts in various demand industries
3. Identify potential employers and schedule phone and in person meetings that will increase the network of employers who will offer Youth paid and unpaid work experiences.
4. Work with area training providers and employers to develop structured work experiences (including internships pre-apprenticeship programs, on-the-job training and summer employment) for Youth that offer opportunities for career exploration and skill development.
5. Interact with the Western Virginia Workforce Development Board Youth Manager and individual Youth to identify the various paths back to work that ensure that work experience aligns with participants interests and goals.
6. Prepare Youth to enroll in occupational skills training programs to obtain industry recognized licenses and credentials.
7. Serve on VCW Blue Ridge Region Business Solutions Team.
8. Serve as a liaison to partners, prospective employers, training programs and the customers.

9. Refer students to appropriate services necessary for advancement to postsecondary education.
10. Maintain accurate and complete student records as required by law and/or administrative policies.
11. Prepare reports and maintain records, such as student grades, attendance rolls, and training activity details.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and direct reports.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of principles and methods for curriculum and training design, teaching and instruction of individuals and groups, and the measurement of training methods.
- Excellent verbal, presentation and written communication skills.

EDUCATION and/or EXPERIENCE

Four-year degree and at least 3 years of experience; or equivalent combination of education and experience.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access as well as data management systems. The ability to define and solve technical problems.

OTHER SKILLS AND ABILITIES

Multilingual a plus

SALARY

Commensurate with experience.

To apply, submit cover letter and resume to:

Lauren Kelman, HR Specialist
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